

Terri Cook
Certified Municipal Clerk

It has been an honor to serve as your City Clerk for over twelve years. Prior to serving as City Clerk, I was a Councilmember for five years and Planning Commissioner for four. This additional experience in government has provided me with a unique perspective in public service. I am a life-long Belmont resident, and have been involved in many ways in the community since high school.

As the full-time eyes and ears of citizens at City Hall, one of the important roles that I fill is to demystify governmental services. People call me when they are unclear where to turn to resolve their issue or get answers to their questions.

As records manager, I maintain custody of official records and the Council's legislative history, including ordinances, resolutions, contracts, agreements, deeds and meeting minutes. Through my leadership, the City recently updated its records retention schedule to help all departments better manage their records.

As a coordinator, I manage the preparation of the City Council agenda packet, which is primarily distributed electronically, making it available from your computer or tablet. I was involved with the staff team that upgraded these procedures to improve the Council's and public's access to those materials, providing better transparency.

As compliance officer, I ensure that all City Council meetings are conducted in accordance with the regulations outlined by State law. I maintain and update the Municipal Code, which is the governing document for the City, and is available in searchable format on the web.

As elections officer, I prepare candidate materials, process nomination forms and campaign contribution and expenditure reports. I post these reports to the web to provide transparency in election financing, and they are archived to 2009.

As a life-long learner, I regularly attend workshops and conferences in order to stay current in this ever-changing world of new laws and regulations.

As an involved citizen, I serve as a board member of the Belmont Park Boosters (summer concerts in the park), a docent for the Belmont Historical Society, a committee member and event host for our annual National Night Out, and am completing a term on the Belmont-Redwood Shores School District's bond oversight committee. Last year I mentored a Carlmont High School student, and this summer I hosted a Carlmont intern.

It has been my privilege to serve you as City Clerk since 2002, and I look forward to continuing in this role. I appreciate your vote.

July 31, 2015